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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

October 9, 1943

FINANCE AND ACCOUNTS DIVISION MEMORANDUM NO. A-28

To: Branch and Division Chiefs and Regional Directors
From: Edward J. Kelly, Chief, Finance and Accounts Division
Subject: Designations of Employees to Administer Oaths and Affidavits

Under the provisions of various laws administered by the Department of Agriculture, the Secretary is empowered to designate employees of the Department to witness oaths and affidavits required to be made in connection therewith. Effective immediately, responsibility for obtaining these designations is placed in the office of the Administrative Officer of the Finance and Accounts Division.

Any branch or division of the Food Distribution Administration charged with the administration of any such law as referred to in the first paragraph hereof and in connection with which it is desired to obtain necessary designations of employees, should make request by memorandum to the Administrative Officer, giving the names and official headquarters of the proposed designees, together with the positions and grades occupied and specific reference to the law(s) under which the designations are required. It is the policy of the Department to limit these designations generally to persons in Grade CAF-5, or its equivalent, and above. Upon completion of the prescribed process a copy of the designating document will be returned in each instance to the requesting branch or division. The Administrative Officer should likewise be advised by memorandum of any revocations that should be made and of any other pertinent changes affecting the status of a designee.

B-41

Edward J. Kelly

